

# Taylor Apostolic Christian Church

## Fellowship Center

### Operating Policy

October 1, 2011

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Statement of Policy	Page 2
Guidelines	Page 3
General Information	Pages 4-6
Request for Use Form	Page 7
Open/Close Checklist	Page 8

# **Taylor Apostolic Christian Church Fellowship Center**

## **Statement of Policy**

The Taylor Apostolic Christian Fellowship Center has been dedicated to the honor and glory of God. The following guidelines are established so the Center will be respected as such at all times and that functions in the Center will be conducted in a manner that is pleasing to God.

The use of our Taylor Apostolic Christian Fellowship Center will be limited to wholesome, Godly activities and functions compatible with sound Biblical teachings. All activities are to be properly chaperoned by church members and conducted in a manner honorable unto God and in harmony with our faith, doctrine and church practices.

A committee, that will uphold our church doctrine, will conduct the operation of our Fellowship Center. This Fellowship Center Operating Committee will include one member from the Board of Trustees, one member from the active ministers, the local World Relief representative, one member from the Food Committee, and one at-large Committee member elected from the congregation. The at-large Committee member shall service a five year term and shall serve as the Fellowship Center Administrator. The member from the Board of Trustees shall be selected by their board. The member from the active ministers shall be selected by that group. The member from the Food Committee shall be selected by that committee. The Fellowship Center Committee will be responsible to make sure all who use the Fellowship Center know and follow the guidelines.

The duties of the Fellowship Center Administrator shall include: being the contact person for all questions regarding the use, and the scheduling of events, in the Fellowship Center. If the committee decides that an additional contact or contacts are required, the additional contact(s) will be appointed within the committee.

This Statement of Policy may be changed by the Fellowship Center Operating Committee, with the approval of the Elder.

As is the practice of the Apostolic Christian Church, the Elder(s) are the final authority on any matters.

## **Taylor Apostolic Christian Church Fellowship Center**

### **General Guidelines**

1. All Spiritual activities conducted at the Fellowship Center will be to the praise and honor of God.
2. No smoking, alcohol, or non-prescription drugs will be permitted on the premises.
3. No profanity or offensive language or dancing will be permitted.
4. No card playing for cash or gambling will be permitted.
5. Brothers or Sisters in the Apostolic Christian Church will be allowed to speak in programs at the Center. All other speakers must be pre-approved by the committee.
6. All music from our hymnals or available from the Apostolic Christian Publications will be allowed. All other music must be pre-approved by the committee.
7. Use of a piano or stringed instruments will be permitted. An electronic piano will not be used for percussion. All other instruments and amplifiers must be pre-approved by the committee.
8. Slide, film, or Power Point presentations pertaining to Apostolic Christian Church sanctioned/related activities may be shown. All other content and multimedia types must be pre-approved by the committee.
9. Parents with children maintain the responsibility of properly supervising their conduct and safety at all times during the use of the building and grounds.
10. Proper attire that is in harmony with Church practices is expected.
11. It is the intention, of the Fellowship Center Operating Committee, to have all the equipment in good working condition. Please inform the committee of any equipment problems.
12. The telephone is limited to local calls where possible. Children are to use the telephone only in an emergency or if supervised by an adult.
13. No non-church functions shall be permitted during times of church services.
14. All acts of misconduct should be reported to the committee.
15. To eliminate as much carpet stains as possible, no dark dye (red, purple, blue, etc.) drinks or finger gelatin will be allowed.
16. Coolers are to stay in the kitchen area.
17. Fireplace is turned off from April 30 - October 15. Do not run fireplace and air conditioning at the same time.
18. Do not borrow items from the Fellowship Center without calling the Administrator first, to avoid conflicts.

### **Additional Wedding/Reception Guidelines:**

1. Marriages are performed only by Apostolic Christian elders or ordained ministers.
2. The church elder is responsible for the pre-marriage counseling of the couple. The counseling will include an explanation of fellowship center wedding and or reception guidelines.
3. Photography and/or video will be limited to before and/or after the ceremony, which begins when the groom and attendants enter the assembly room, and ends when the wedding party has exited. No photography and or videos are permitted during the wedding ceremony.
4. The marriage activities conducted at the Fellowship Center will be to the praise and honor of God, therefore we should refrain from applause. Godly order shall prevail as the wedding couple departs.
5. Supplemental furnishings or accessories used for the wedding ceremony should be limited to a podium, and moderate use of floral arrangements or candelabras.

## **General Information**

### **SUGGESTED USES of the Fellowship Center**

- I. Church Sponsored
  - A. Church sponsored Activities:
    - 1. Singings & Caroling
    - 2. Church Potluck
    - 3. Funeral visitation & meals
    - 4. Slide and Power Point programs
    - 5. Invite a guest
  - B. Sunday School/Choir Activities
    - 1. Sunday School Picnic
    - 2. Youth Fellowship Day
  - C. Single/Young Group Activities
  - D. World Relief Activities
  - E. Benefit dinners / sales
- II. Wedding and/or Wedding Receptions
- III. Private uses:
  - A. Reunions, Anniversaries & Family gatherings
  - B. Singings
  - C. Picnics and other meal functions
  - D. Showers
  - E. Slide & PowerPoint programs
- IV. Disaster or National Emergency

### **WHO MAY USE the Fellowship Center?**

Anyone directly connected to our Apostolic Christian Churches (by evidence of their attendance) upon approval of the committee may use our Fellowship Center. Members and friends of the Apostolic Christian Church who agree to abide by the guidelines may use the center.

### **REQUESTING USE of the Fellowship Center**

Any person who satisfies the above requirements may obtain and complete a **Request for Use Form** (see last page). The form will also be made available, by the Administrator, upon request. As an additional planning aide, a calendar of previously scheduled events maintained by the administrator will located on the bulletin board in the Church dining room.

The committee will review the submitted form, request any additional information (as necessary), and confirm the acceptance subject to the Reservation Priorities and Conditions. The committee would appreciate as much advance notice as possible.

### **RESERVATION Priority and Conditions**

1. Functions officially sponsored by the Taylor Apostolic Christian Church and Sunday school.
2. All other functions where at least one person attends Taylor Apostolic Christian Church.  
*Reservations for the above functions will be honored on first come, first serve basis.*
3. All other functions sponsored by those who attend another Apostolic Christian Church.  
*Reservations for this category will be accepted at any time on a tentative basis and will be confirmed sixty days (except for weddings/receptions) before the desired date if there are no unresolved conflicting requests in the meantime for first two categories.*
4. Parties reserving the Fellowship Center for the holidays or associated days one year will not be allowed to reserve that or associated days more than ninety days in advance of those days in the following year.
5. Reservations will not be accepted more than one year in advance, except at the discretion of the Committee.

### **RESPONSIBILITIES when Using the Fellowship Center:**

1. The group using/sponsoring any Fellowship Center activity is responsible for the setup, operation and cleanup of the facility.
2. The group will receive necessary instruction (either posted within the facility or in the form of documentation) for the general operations of the facility including procedures to open and close the facility (See attached **Fellowship Center Use Checklist**). There will be additional operating instructions available for the sound system, kitchen appliances and any other necessary systems.
3. The group will restore the building to its former and clean condition at the earliest feasible time (please inform the committee if unable to complete immediately following the function).
4. In many cases, the group will be responsible for the reasonable cost of a cleanup crew that will come to more thoroughly clean the premises. (This will be decided on a case by case basis by the committee)
5. If you want to borrow any items from Fellowship Center please call the Administrator. If approved, please sign the items out on the sign out form located on the bulletin board in the Fellowship Center kitchen area. This will help avoid conflicts.

**SUGGESTED PRICING for Fellowship Center Use:**

The goal of the Fellowship Center is that the annual operating cost would be borne by those who use it. We would also wish that the Center could be used by all that would have a need for the facility and would not want to turn any away because of financial issues.

**Groups using the Center would be asked to consider these issues and also take into account the reasonable cost to host the event elsewhere.**

<b>Suggested Donations at the Time of Reservation</b>		
<b>Function:</b>		
	Reunions	\$75.00
	Family Gatherings	\$75.00
	Bridal & Baby Showers	\$75.00
	Weddings (only)	\$200.00
	Receptions (only)	\$325.00
	Weddings & Receptions	\$425.00
<b>Functions not listed above:</b>		
	Up to 50 persons	\$75.00
	51 to 100 persons	\$125.00
	101 to 150 persons	\$175.00
	Each additional person	\$1.00

**There will be no charges for functions where the entire Church is invited or for Young Group/Sunday School sponsored functions, except for the functions listed above.**

**WORLD RELIEF ROOM in the Fellowship Center Basement**

This room is primarily dedicated to the use for helping others in need throughout the world. The room is to be used for those in need in Taylor and the surrounding area as well as those across America and across the world. Whoever they are, and whatever their needs may be, we will help them as unto the LORD.

The Taylor Representative for World Relief is responsible for the activities and Local Projects for World Relief. This room is part of the Fellowship Center and comes under the Fellowship Center Operating Committee responsibilities.

**Taylor Apostolic Christian Fellowship Center  
Reservation/ Confirmation Form**

Function Date:	Time:
On behalf of:	
Home Church	
Function description (continue on reverse side, if necessary)	
Maximum number of persons at any given time:	
Donation Collected: \$	
Responsible Member:	
Address:	
Telephone number(s):	

Item	Yes	No
Religious activities and/or audible prayers?		
Singing or music?		
Public address system and related equipment?		
Audio-visual materials?		

I have received a copy of the Fellowship Center Operating Policy and agree to abide by all of the conditions contained therein.	
Signed:	Date:
Confirmed by:	Date:

## FELLOWSHIP CENTER USE CHECKLIST

(Please complete & present checklist to one of the Trustees as soon as possible after closing.)

System/Room	Building Opening	Building Closing
General	Unlock the door	Lock all doors
		Leave one oblong table set up on main room
Heating System	Set all thermostats to 68 F	Set all thermostats to 60 F
		Set fan to auto, if needed.
Air Conditioning System	Set all thermostats to 72 F	Set all thermostats to 80 F
		Set fan to auto, if needed.
Men's Main Restroom	Turn on lights/fan	Check each toilet – flush
	Release door stops to close doors	Clean sinks/mirrors
		Empty trash & replace plastic liner
		Prop door open with door stop
		Turn off lights
Women's Main Restroom	Turn on lights/fan	Check each toilet – flush
	Release door stops to close doors	Empty sanitary napkin holders in stall
		Empty trash & replace plastic liner
		Prop door open with door stop
		Turn off lights
Baby Room Restroom	Turn on lights/fan	Check each toilet – flush
		Clean sink & mirror
		Empty trash & replace plastic liner
		Prop door open with door stop
		Turn off lights
Baby Room	Turn on lights	Vacuum entire used area
	Release door stops to close doors	Put vacuum away
		Empty trash & replace plastic liner
		Empty diaper bucket & replace liner
		Prop door open with door stop
		Turn off lights
Hallway	Turn on lights	Vacuum entire used area
		Put vacuum away
		Clean & put away high chairs
		Turn off lights
Main Room & Foyer	Turn on lights	Put away chairs
	Set up chairs/tables	Wipe tables (use sanitizing spray)
	Distribute song books	Put tables in closet
	Turn on fireplace (in season) via light switch on near wall	Put away song books
		Vacuum entire used area
		Check furniture (under cushions)
		Close window shades
		Turn off fireplace, if used
	Turn off lights	
Kitchen	Turn on lights	Turn off all stoves/roasters/fans etc.
	Turn on stoves/roasters	Clean & replace cooking utensils
	Turn on exhaust fans	Wipe down counters/sinks
		Sweep/Mop floor
		Turn off lights